

## Chargeback Instructions for Fiscal Year End 2020

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All chargebacks for FY 2019/20, including chargebacks for the month of June 2020, must be posted in SAP by Tuesday, July 21st. If you process your chargebacks using a batch miscellaneous journal entry, please make sure to **change the posting date to 6/30/20**. For those of you who send your entries to Deb Newman to post using GLSU, please have the information to her by Monday, July 20th so your chargebacks can be posted by July 21st. If, after July 21st, you determine that a chargeback for FY 2019/20 should have been made, please contact Deb at x4574. For FY 2019/20 chargebacks entered on or after July 1, 2020, you will need to make sure that your FB50 screen is modified as follows:

### Execute Transaction FB50

- 1). Click on the Editing Options icon
- 2). On the Accounting Editing Options screen, check the following selections in the "Special Options for Single Screen Transactions" area:
  - Display Periods
  - Posting in Special Periods Possible
  - Doc.type option: use the dropdown menu to select "Document Type Ready for Input"
- 3). Click on the Save Icon (disk)
- 4). Green Arrow back to FB50
- 5). In the command field, enter "/nFB50" (The changes won't be in effect until the next time FB50 is executed.)

**NOTE:** You will only have to modify your FB50 screen once. Once you complete the above steps and save these modifications, your FB50 screen layout will remain like this.

From July 1 through July 21, when entering chargebacks on the FB50 screen for FY 2019/20, the document date, posting date, and period **MUST** be input as follows (if you are inputting your chargeback using an account assignment template created by accounting on the FB50 transaction, you have to enter the document date, posting date, and period before you select your template; instructions on how to do this are below. If you select the template first, the posting date field is grayed out and you cannot change it to 6/30/20):

**Document Date:** The day you are entering the chargeback (i.e. 7/1/2020 - 7/21/2020):

**Posting Date:** 6/30/20 (This is critical. The posting date determines which fiscal year the expense/revenue is posted to.)

**Period:** 12

Click on the green check (or hit enter). You will get the following two warning messages at the bottom of your screen (just click on the green check or hit enter after each one and proceed as normal entering the GL accounts, amounts, text, cost centers, etc.):

*-Posting takes place in prior fiscal year*

*-Document date and posting date are in different fiscal year*

**For FY 2020/21 chargebacks, you only have to input the document date, as you do now. Do not enter a special posting date or period. The posting date/period will automatically default from the document date.**

If anyone has any questions or concerns, please contact Deb Newman at x4574 or [dnewman@bloomu.edu](mailto:dnewman@bloomu.edu).